

## STATEMENT OF PURPOSE

New Broughton Full Day Childcare, Ysgol Penrhyn, School Lane, New Broughton, Wrexham, LL116SF

Tel: 01978 269923 Email: [daviesL2787@hwbcymru.net](mailto:daviesL2787@hwbcymru.net)

Responsible Individual - Mrs Beth Davies.

Welcome to New Broughton Full Day Childcare,

Previously Ysgol Penrhyn Flying Start and BaTs club, we have incorporated all of our sessions into one umbrella setting.

Although we use the premises at Ysgol Penrhyn, New Broughton we are independent and entirely self-supporting. A voluntary elected Committee manages New Broughton Full Day Childcare and we are a registered charity. The Committee endeavours to run the setting in the most professional and cost-effective manner and, as a non-profit making charity, we rely on the fees you pay as well as regular fund-raising activities along with Flying Start and Early Education funding. In this way, we support not only the day to day running of the groups, such as insurance, statutory membership of regulated bodies and staff salaries, but also the purchase of resources, equipment and educational items.

We accept children from the age of 2 in Flying Start, age 3 in Early Education and school aged children from age 3, starting with Nursery up to Year 6.

Our aim is to promote a relaxed, happy, caring environment where the children can acquire the social and basic skills essential for their growth. We provide suitable experiences and activities appropriate to age and developmental stages.

We are registered to take a maximum of 30 children and operate from a self-contained unit within the grounds of Ysgol Penrhyn, New Broughton.

We are predominantly English speaking but children are introduced to the Welsh language and culture, as well as a variety of other cultures through a wide variety of equipment and resources. All children, irrespective of religion, nationality or ability are welcome at New Broughton Full Day Childcare. We have policies in place to address any specific needs a child may have and encourage parents to discuss any issues or concerns in complete confidentiality with any of the staff (Persons in Charge). Any requests will be met wherever possible.

We request that parents/carers who are wishing to send their children to our setting must:

- Acknowledge understanding and agreement of the policies and procedures we have in place.
- Complete a registration form detailing emergency contact names and vaccination dates.
- Sign a contract stating session times and procedures.
- Pay promptly for the sessions booked.

We are open Monday to Friday during term time as follows:

Breakfast Club - 7.30am - 8.50am

Flying Start- 9.00 am - 11.30 am Monday to Friday

Early Education - 12.30pm to 3.00pm Monday to Thursday (Spring and Summer term - January to July)

Wraparound - 11.30am to 3.00pm

After School Club - 3.00pm - 5.30pm

#### Fees:

Breakfast club - £4.50

Flying Start - Government Funded

Early Education - Government Funded

Wraparound - £14.00

After School Club - £7.50

Booking for Breakfast Club, Wraparound and after school club must be done via our online booking system and payment is required upon booking.

Children must be registered for all sessions you wish them to attend and charges still apply if a child is booked in and does not attend as well as any holidays taken in term time.

If you have already booked your child in to attend on particular days and you wish to increase or amend the number of days, this can be arranged with Laura Davies, the manager. However, as we have to adhere to a strict adult:child ratio

it is not always possible to make day-to-day alterations but we will do everything we can to assist you.

Children attending Wraparound must bring their own lunchboxes (preferably with in ice pack to keep the contents cool). Sweets are not allowed and must not be brought into setting, so parents are asked to provide children with an alternative in their lunchbox, such as fruit or yogurt.

At 11.30 am the children who have attended morning nursery in school will be escorted down the steps to join us for the afternoon session.

At snack times children are offered a healthy snack. There are a wide variety of healthy snacks which are changed daily. Dietary requirements can be accommodated and if parents prefer their children to have alternative snacks for any other reason, this can also be accommodated. Parents are welcome to provide an alternative should they wish to do so.

The children undertake different activities each day. We read stories and play games as well as offering the children a wide range of activities and have lots of educational games. We have access to a secure, enclosed outside area which enables us to let the children play outside at every session.

In the case of any emergency, we will ensure the safety of your child and refer to the child's registration form and telephone the contacts you have given to us, in the order of how they are listed. It is therefore essential to inform us if there are any changes to the details you submitted when you first completed the registration form. If the person collecting your child changes, Manager **MUST** be informed of this, preferably in writing if known in advance, or by phone to during the session time: 01978 269923

### Complaints

If you have a complaint about the service please refer to our complaints policy and contact the manager in the first instance. We would like the opportunity to resolve any complaints you have as early as possible to please speak to a member of staff, if you are still unhappy, you are asked to address the complaint in writing to the manager who will issue a response within 14 days, if you are unhappy with this you can then refer your complaint to the responsible person/committee. Please be aware you can complain to CIW at any time by visiting [www.careinspectorate.wales](http://www.careinspectorate.wales)

### Fire and Evacuation

We carry out regular fire drills at different times of the day and the manager keeps a log of these. If there is a fire please make your way out of the building where the fire exits are signposted.

- The manager will collect the register, contact details and mobile phone
- A member of staff is to check the toilets, kitchen area and any empty rooms.
- Staff and any other adults that may be present are to escort the children to the nearest and safest fire exit.
- Manager to lead the children and adults to the meeting point on the infant yard.
- Supervisor to check all children on the register once assembled.

If the fire is real, parents and carers are contacted from a safe place and asked to collect their children.

#### Fire Exits -

Route 1 - Main door in the Flying Start/Early Education or main door in the Breakfast, After school club and Wraparound room leads to outside. Turn right through small fenced yard. Manager to open the gate on to the school's main yard to our meeting point near the fence, next to Nursery class.

Route 2 - Main door in the Flying Start/Early Education or main door in the Breakfast, After school club and Wraparound room, turn left, manger to open gate, up the steps and turn right down the hill on to the main yard and walk down to the meeting point.

#### Accident Emergencies

If a major accident occurs the procedure is as follows:

- At all times the staff must wear protective gloves.
- If able to be moved the child is taken to a quiet area and the Person in Charge notified.
- The situation is assessed to decide whether the child needs to go immediately to hospital or whether the child can wait for a parent/carer to come.
- If a child needs to go straight to hospital an ambulance is called. Then the parent/carer is called and arrangements made to meet the

parent/carer at hospital. A member of staff will accompany the child to the hospital, but will not sign for any treatment to be carried out.

- If the child can wait for the parent/carer to come, then the parent/carer will be contacted and the child made as comfortable as possible. A member of staff will stay with them until the main parent/carer arrives.
- A report of the accident will then be recorded in the accident book, which is available for the parent to read and sign next time they are in the building.

### MINOR ACCIDENT

If a minor accident occurs the procedure is as follows:

- At all times staff must wear protective gloves. –
- The child is taken to a quiet area.
- The injury is assessed by a First Aider
- The injury is treated.
- The child is then resettled back into group activities and observed.
- The incident is recorded in the accident book for the parent to sign when they collect their child. Parent will also take home a slip for their records.

### Staffing Structure

Manager and Early Education Lead- Miss Laura Davies

Flying Start supervisor/Early Education Practitioner - Miss Kirsty Williams

Flying Start Practitioner/Wraparound Playworker - Miss Sarah Duffy

Flying Start Practitioner- Miss Jaynie Davies

Wraparound Playworker - Mrs Sharon Roberts

Breakfast/After School Club Supervisor - Mrs Jan Kingston

Breakfast/After School Club Playworker - Mr Jason Griffiths

All staff are DBS checked and trained in paediatric first aid, safeguarding and food hygiene. We also hold regular fire drills of which a log is kept.

Finally, please remember that we are a non-profit making registered charity, entirely self-funding, run by a voluntary Committee, and therefore your contributions and support of our fundraising events is depended upon.

This Statement of Purpose is reviewed at least annually or as a result in operational practice.

Parents and CIW are informed of any changes as they occur.

This Policy was updated on 12/2/24

Due for renewal February 2026